



Construction Plan Reading and Specifications Course

4 – 8 April 2027
Accra

Construction Plan Reading and Specifications Course

Ref: 522_140906 **Date:** 4 – 8 April 2027 **Location:** Accra **Fees:** 6000 Euro

Overview

Construction Plan Reading and Specifications Course is a five-day foundation course for junior engineers, site supervisors, coordinators, estimators, quantity surveyors, inspectors, technicians, and client representatives who leave with a Construction Document Review Pack. Participants practice construction plan reading, drawing interpretation, specification navigation, drawing-specification coordination, and controlled document use across building and infrastructure examples. Agile Leaders Training Center frames the subject around reliable site decisions.

Who Should Attend

- Teams responsible for interpreting issued construction drawings at the workplace
- Personnel who compare quantities, dimensions, schedules, and specification requirements
- Inspection functions that verify materials, workmanship, and installed conditions
- Coordination teams that identify document conflicts and prepare RFIs
- Client-side staff who review controlled construction information and revisions

The course assumes participants can navigate routine project documents and leaves out CAD or BIM production, design calculations, and detailed cost estimating.

Departments and Industries

The course supports departments that use construction documents to plan, coordinate, inspect, and verify work.

- Building, infrastructure, utilities, and industrial construction
- Engineering, construction management, and site supervision
- Quality, inspection, document control, and technical offices
- Estimating, quantity surveying, procurement, and contracts
- Facilities, property development, and client project teams

Learning Objectives

By the end of this course, participants will be able to:



- Use drawing indexes, scales, symbols, dimensions, grids, and callouts
- Analyze plans, elevations, sections, details, schedules, and discipline interfaces
- Apply specification divisions and three-part section structure
- Compare drawings with material and workmanship requirements
- Diagnose conflicts, revisions, omissions, and field discrepancies
- Build a controlled Construction Document Review Pack

Course Agenda

Day 1: Drawing Set Orientation

- Drawing Index and Discipline Set Navigation Map
- Title Block, Revision, and Issue Status Checklist
- Scale Selection and Measurement Verification Method
- Symbols, Abbreviations, and Legend Reference Sheet
- Grid, Level, Dimension, and Datum Trace Exercise

Day 2: Plans Sections and Details

- Site and Architectural Plan Reading Sequence
- Structural Framing and Foundation Drawing Cross-Check
- Elevation and Section Reference Path
- Detail Callout and Assembly Trace Method
- Schedule, Note, and Keynote Reconciliation Matrix

Day 3: Discipline Interfaces and Field Use

- Mechanical, Electrical, Plumbing, and Fire Drawing Interface Map
- Penetration, Clearance, and Access Coordination Checklist
- Drawing Overlay and Conflict Identification Method
- Revision Cloud, Addendum, and Superseded Sheet Control Log
- Field Condition and Drawing Verification Record

Day 4: Specifications and Coordination

- MasterFormat Division and Section Navigation Guide
- Three-Part Specification Section Reading Method
- Product, Material, Execution, and Workmanship Requirement Matrix
- Drawing-to-Specification Cross-Reference Register
- Conflict, Omission, and RFI Decision Path



Day 5: Construction Document Practice

- Exercise: Trace a Building Element Across the Drawing Set
- Exercise: Verify Dimensions, Details, and Schedule References
- Exercise: Match Materials and Workmanship to Specification Sections
- Exercise: Prepare a Field Verification Note and RFI
- Capstone Exercise: Construction Document Review Pack

Practical Exercises

The course uses suggested activities to connect document interpretation with controlled field decisions.

- Suggested activity: trace one work item through plans, sections, details, schedules, and notes.
- Suggested activity: compare a drawing requirement with the related specification section and record gaps.
- Suggested activity: identify a discipline conflict and prepare a concise RFI with marked references.
- Suggested activity: verify a field condition against the current controlled drawing revision.

FAQs

Who suits the Construction Plan Reading and Specifications Course?

It suits personnel who interpret, coordinate, inspect, estimate, or verify construction documents and assumes basic familiarity with routine project records.

How does construction plan reading differ from CAD or BIM design training?

Construction plan reading focuses on interpreting issued documents for site decisions; CAD or BIM training focuses on producing and managing digital design models.

How are construction drawings and specifications used together?

Drawings show location, geometry, relationships, and details, while specifications define products, quality, execution, and administrative requirements; users cross-reference both.

What should a construction drawing conflict RFI contain?

A useful RFI identifies the controlled documents, exact location, conflicting requirements, field impact, supporting markup, and the clarification needed.

What does the construction document capstone produce?

The capstone produces a Construction Document Review Pack with reference trails, coordination checks, revision controls, field notes, and a documented RFI.



Conclusion

Participants take back a Construction Document Review Pack linking drawing references, specification requirements, revision status, field observations, and RFIs. The pack makes document checks traceable before work proceeds. It supports clearer coordination without replacing design authority, specialist calculations, or project approvals.